

<b>SECTION:</b> Student Procedures	
<b>TOPIC:</b> Definition of Academic Terms	
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Original signed by President + CEO	

### Academic Day

The academic day runs from 8:00 AM - 10:00 PM, Monday through Saturday.

### Academic Terms

The Alberta College of Art + Design offers two regular 15-week semesters. The Fall Semester runs from September to December; the Winter Semester runs from January to April.

The College offers a limited Spring Term that runs in a condensed 8-week format in May and June as well as an extended 15-week format from May to August. Courses may also be offered in an 8-week Summer Term that runs through July and August.

### Academic Year

The academic year runs from September 1 to August 31.

### Program

A program is a planned series of courses leading to a degree.

### Course

A course is a unit of work extending through a semester or session. Unless specified, courses may not be repeated for credit.

### Course Delivery/Credit Weight

Courses at the Alberta College of Art + Design may consist of studio, lecture, or seminar based instruction. Courses may also consist of practical experience. Course credit weight per hour of instructor contact may differ according to instructional delivery as follows:

**(a) Studio Courses**

A series of studio learning opportunities to facilitate the application of techniques, concepts, theories and practice. Activities in the class are directed by an instructor.

**(b) Liberal Studies Courses**

A series of activities directed by an instructor and designed to facilitate the acquisition of knowledge in various disciplines such as Visual Arts History and Theory, Humanities, Literature, Social Sciences and professionally related activities.

**(c) Practicum Courses**

A learning activity facilitating the combination of theory, criticism and practical experience. Practicum involves a variety of planned work-place experiences which normally occur off-campus. Learning objectives and experiences are planned by a College instructor in consultation with the job-site supervisor. Evaluation is done by the instructor in consultation with the job-site supervisor. A 3-credit practicum course normally represents a minimum of 100 hours of combined instruction and practical experience per semester.

**(d) Directed Studio Course**

Directed Studio courses provide the opportunity for students to develop a course of study in a specialized field of research. Directed Studio courses allow for students to work with a selected instructor on an individual basis. The course of study is initiated by the student(s) and, in consultation with the instructor(s), a contract will be developed that defines the method of course delivery, direction, media, time limits and form of the work to be completed.

**Classification of Students****(a) Degree Students**

A degree student is one who has completed all formal admissions procedures and has been accepted into a program at ACAD. Formal admissions procedures include assessment of transcripts for minimum academic and English proficiency requirements and a portfolio review.

**(b) Non-Degree Students**

A non-degree student is one who has not been formally admitted to the College. Non-Degree registration in studio courses is based on space availability and assessment of a portfolio demonstrating the necessary prerequisite skills for the course in which registration is being requested. Registration in Liberal Studies courses is based on space availability and on an assessment of the applicant's transcripts demonstrating the necessary prerequisites for the course registration being requested.

Courses in Visual Communications Design, Media Arts + Digital Technologies and Photographic Arts are restricted to degree students only.

Non-degree students who apply to a degree program at ACAD must satisfy all admissions requirements and follow formal admissions procedures.

**(c) Mobility/Exchange Students**

A Mobility/Exchange Student is a student who has been accepted for admission to ACAD under formal agreements in place between ACAD and other post secondary institutions which allow students to take courses at ACAD for transfer to the student's home institution.

**(d) Visiting Students**

A Visiting Student is a student from another accredited post secondary degree granting institution who is registered in courses at ACAD under a letter of permission from their home institution.

**(e) Full-Time Students**

In order to be considered full-time, a student must maintain a minimum registration of nine credits per semester.

**(f) Part-Time Students**

In order to be considered part-time, a student must register in less than nine credits per semester. With the exception of the Visual Communications Design major, all degree programs are available for study on a part-time basis.

**Double Booking**

Students may be permitted to register for two courses at the same scheduled time with the approval of both instructors and students' Department Chair(s) or delegate(s). Students who are on college probation will not normally be permitted to double book courses. Students will not be permitted to double book an introductory level studio course with any other studio course.

Students must submit a completed Double Booking form to the Registrar's Office no later than the end of the first week of classes in a semester. Students are responsible for meeting all terms and conditions set out by the instructors and/or Department Chair(s) in as specified on the Double Booking form.

**Juried Evaluations/Critiques**

Juried evaluations or critiques are forums for student/instructor discussions of an individual student's work and performance. Such evaluations often play an advisory role in the determination of a student's final grade.